

SECRET

DD/S REGISTER

FILE 0 + 119

DD/S 70-0900

MAR 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Transfer of Position and Ceiling Space from Support Services Staff to the Office of Training

REFERENCE : Memo frm DTR to D/Pers dtd 27 Feb 70, subj: Transfer of Position and Ceiling Within the Support Directorate

1. During the past three weeks since receiving your request, I have tried to find some solution which would avoid cutting deeper into the Support Services Staff but which would also recognize your valid need to provide ceiling space for [redacted]. As you will recall, the Support Services Staff, considering its relatively small size, has been hit fairly hard by the new ceilings, and it has been necessary to designate approximately ten employees to be returned to their parent services sans position or ceiling. At the same time, I appreciate that on a relative scale you also are seeking every means at your disposal to meet the ceiling authorized for your Component.

25X1

2. Rather than further reduce the Support Services Staff at this time, I would prefer to consider [redacted] as an authorized excess to your ceiling. In simpler terms, when comparing your month-end on-duty strength to your authorized ceiling, [redacted] will not be charged against you.

25X1

25X1

3. Admittedly, this is a short-cut interim solution to the problem, but given the circumstances as they now exist, I believe this interim measure will suffice to meet your requirement as well as to avoid further reducing the Support Services Staff.

(SIGNED) John H. Gaffney

J.B.
R. L. Bannerman
Deputy Director
for Support

Att: Ref Memo

cc: Chief, Support Services Staff
Distribution:

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GROUP 1
Excluded from automatic
downgrading and
declassification

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DTR-4633

DE/S 70-0844

27 FEB 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Transfer of Position and Ceiling Within
the Support Directorate

REFERENCE :

1. It is requested that position #0046 (one of five), Systems Analyst GS-09, be transferred from the staffing complement of the Support Services Staff to the Office of Training, Registrar Staff, Admissions and Information Branch and reestablished as Training Assistant GS-09. I understand that this transfer was previously agreed to by the Assistant Deputy Director for Support.

2. In September 1968 one GS-13 and three GS-09 positions were transferred from the Office of Training to the Support Services Staff when the latter's original staffing complement was established. One of the incumbents of position #0046 was recently reassigned to the Office of Training. The transfer of the position and corresponding ceiling will complete the personnel transfer of

Hugh T. Cunningham
HUGH T. CUNNINGHAM
Director of Training

APPROVED:

20 MAR 1970

see memo dated _____

Deputy Director for Support

_____ Date

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GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

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